

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO. 9-78

13 November 1978

SUPERVISORY COUNSELING SKILLS

DESCRIPTION

Supervisory Counseling Skills is designed to improve the skills of Agency supervisors (no grade restrictions) in the areas of basic counseling and dealing with potential conflict between the supervisor and employee. It is also designed to help these supervisors guide others in the use of these same and related interpersonal communication and problem-solving skills. The course is a one-week in-residence program in which the participant, following short lecture presentations, will engage in a number of role-plays, and will receive both instructor and peer feedback.

DATE OF INITIAL OFFERING: 15-19 January 1979

SUBSEQUENT RUNNINGS THROUGH FY-79 16-20 April 1979
9-13 July 1979
27-31 August 1979
15-19 October 1979

LENGTH: 5 days, full-time
in residence

PLACE:

STAT

CLASS SIZE:

16 students selected
from DDS&T, unfilled
vacancies will be
from other Directorates.

REGISTRATION DEADLINE: 15 December 1978

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